

CITY OF WESTMINSTER
PLANNING DIVISION
8200 Westminster Boulevard
Westminster, California 92683
(714) 898-3311 ext. 255

PRELIMINARY PLAN REVIEW APPLICATION

Please provide all the information listed in the attached handouts and return to the Planning Division for review.

CONTACT PERSON: _____

MAILING ADDRESS: _____

DAYTIME PHONE #: _____

PROJECT ADDRESS: _____

ASSESSORS PARCEL #: _____

THIS SECTION IS TO BE FILLED OUT BY STAFF

PPR CASE # _____

OCFA

YES ____ NO ____ SR. # _____ \$206.25 PAID _____

OF REVIEWS

☐ FIRST SUBMITTAL ☐ PAID \$ 1,020
☐ SECOND REVIEW ☐ PAID \$ 300

ACCEPTED BY: _____

DATE STAMP

☐ All sections of this application are completely filled out.

*Note: Make a copy for the applicant and keep copy of HDL receipt for filling

INFORMATION / MATERIALS:

The following information and materials must be provided below. The item checklist below must be completed to indicate all information/materials provided in your application:

Information/Materials Provided?

Yes N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Provide a detailed description of the project proposal. The proposal should consist of a description of what is proposed and what is existing. The description should also contain information on the business activity, hours of operation and all services that you currently provide and will provide. Please be sure to indicate whether the applicant is the property owner, prospective lessee, an agent authorized by the owner, or other. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Provide eight (8) sets of floor plan, site plan, elevation plan, sections, and any additional materials that would assist staff in reviewing the project. Please note that plans must be folded according to the attached standard planning fold handout. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. <u>A SITE PLAN WITH THE FOLLOWING INFORMATION IS PROVIDED</u>
<input type="checkbox"/> Address of the project
<input type="checkbox"/> Scale of Drawings
[i.e. 1"=40'; 1"+20', etc.]
<input type="checkbox"/> North Arrow, Vicinity Map
<input type="checkbox"/> Full Site Statistics
[i.e. # of required parking spaces and # of existing spaces, square footage of the existing and proposed buildings, required/provided landscape, lot size, zoning, etc.]
<input type="checkbox"/> Property lines Clearly Delineated
<input type="checkbox"/> Names of all Streets that the project Fronts
<input type="checkbox"/> All Existing and Proposed Buildings, Structures and Landscaping
<input type="checkbox"/> Wall/Fences
<input type="checkbox"/> Circulation: Ingress/ Egress
<input type="checkbox"/> Signs: Show location, dimensions, height
<input type="checkbox"/> All easements of properties shown and dimensioned |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. <u>MINIMUM FLOOR PLAN REQUIREMENTS</u>
<input type="checkbox"/> Dimensioned Drawings
<input type="checkbox"/> Show all spaces within the building structure [i.e. rooms, hallways etc.]
<input type="checkbox"/> Walls, Windows, Doors, Closets, Restrooms etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <u>MINIMUM ELEVATION PLAN REQUIREMENTS</u>
<input type="checkbox"/> Noted Existing and Proposed, Dimensioned North, South, East and West Elevations
<input type="checkbox"/> Show any Roof-top Equipment
<input type="checkbox"/> Materials Noted on plans. Optional: Colors/Materials Board (Including the Manufacturers Name and Number) Keyed to the Plans |

Please note: The more information and detail you provide on the plans, the more detailed the preliminary plan review will be. If not enough detail and information are submitted during the preliminary review, a second preliminary review may be necessary.



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STANDARD FOLD

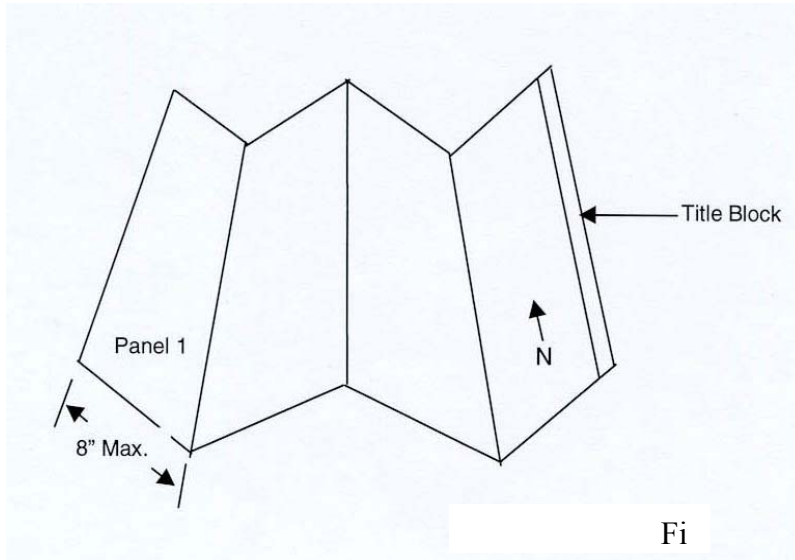


FIGURE 1: Accordion-fold the plans, with no panel greater than 8 inches in width. For multi-sheet plan sets, fold all sheets **together**, **not** separately.

FIGURE 2: Starting at the upper left hand corner of the folded plans, bring corners of all panels except Panel 1 over to the right side of plans, forming a 45 degree angel fold, as shown.

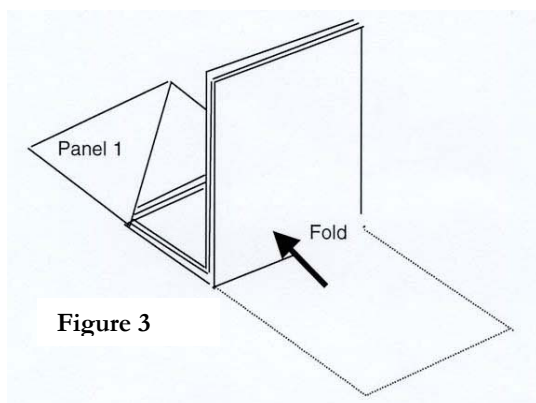
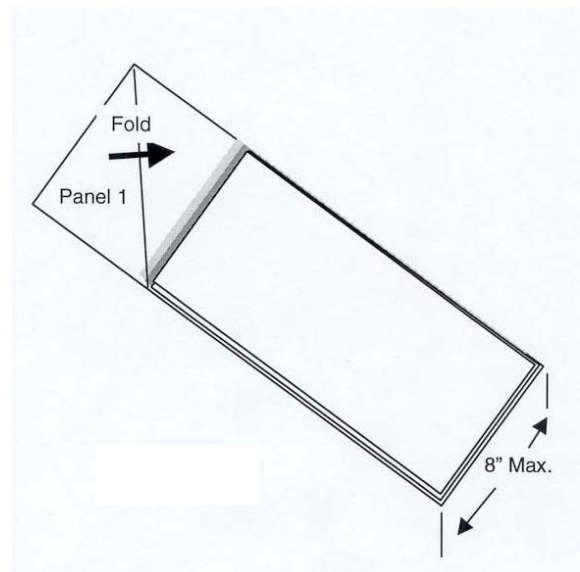


FIGURE 3: Bring up the bottom of plans and fold over as shown. Leave about 2 inches at the top of Panel 1 exposed. Length of the folded plan set should not exceed 14 inches, maximum. For extra long plans, it will be necessary to make two folds to stay within the 14-inch maximum length.